

SYRACUSE UNIVERSITY
COUNSELING CENTER



Dear Licensed Mental Health Professional,

Your client has requested to take a leave of absence from Syracuse University for psychological reasons. This requires the student provide the following from their provider:

1. A brief summary support letter, on office letterhead, indicating the nature of the student's psychological condition and a statement directly supporting the student's need for a medical leave.

The support letter MUST include the specific date (mm/dd/yyyy) on which the student's condition made it necessary to leave the university.

The support letter must be sent to the Counseling Center **within sixty (60) days** of the date that the student's condition made it necessary to leave the university.

Mail to:
Syracuse University Counseling Center
Attn: MLOA
200 Walnut Place
Syracuse, NY 13244

Fax to: 315.443.4276

We appreciate your help. If you have any questions, please feel free to call the Syracuse University Counseling Center at 315.443.4715.

Sincerely,

Cory Wallack, Ph.D.
Director, Syracuse University Counseling Center